

Purpose

The City of Greenville Board of Adjustment is a quasi-judicial body that conducts evidentiary hearings on requests for special use permits, variances, interpretations, reasonable accommodations and appeals of administrative decisions regarding the City's zoning ordinance. Its decisions are final and may be appealed to superior court by writ of certiorari.

How to Participate in a Virtual Board of Adjustment Meeting

Due to the COVID-19 virus and the risk to the public that could arise from in-person meetings, the City is converting this Board of Adjustment meeting to a remote electronic format pursuant to North Carolina General Statute 166A-19.24.

VIRTUAL MEETING FORMAT

The virtual Board of Adjustment Meeting will be conducted using the Zoom Webinar platform. You can participate in this virtual meeting using a computer, tablet, or telephone. Participation on Zoom is only required if you are going to make public comments during the public hearing. Otherwise, you can view the meeting streamed live on the City's Youtube channel <https://www.youtube.com/user/CityofGreenvilleNC> or Channel 9 on the local Suddenlink cable line up on your television.

PRE-REGISTRATION

Pre-registration is required for ALL individuals (including, but not limited to, all attorneys, applicants, property owners, witnesses, and neighbors) wishing to speak at the Board of Adjustment meeting. Registration can be completed using the online form at https://zoom.us/webinar/register/WN_b-2HPyIcQSSXZan0PkkuUg or by calling the City Clerk's Office at 252-329-4420 **no later than 5 pm on Monday, December 14, 2020**. After registering online, you will receive a confirmation email containing information about joining the meeting. After registering via the phone, staff will provide you the phone number to call into the meeting. To ensure that you will be recognized, your Zoom profile name should be the same as your registration name.

LIVE CALL-IN OPTION

Anyone wishing to call in live to the Board of Adjustment meeting **must** pre-register at the following: https://zoom.us/webinar/register/WN_b-2HPyIcQSSXZan0PkkuUg

PROCESS FOR SPEAKING

Speakers will be given access to speak at the appropriate time during the meeting.

- Only those that have pre-registered online or with the City's Clerk Office will get the opportunity to speak. Your name will be called at the appropriate time for you to speak. Speakers will be queued to speak in the order they registered.
- If you would like to speak on an item and did not pre-register, please notify the Planning Department at 252-329-4608 **prior** to the scheduled meeting so that the item can be rescheduled and you have an opportunity to register to speak in advance.

STEPS TO JOIN THE MEETING

To Join by Computer:

1. Click the meeting link you received after pre-registering or open the Zoom app (if you have downloaded it to your computer, tablet or smart phone).
2. Join a meeting using one of these methods:
 - Click Join a meeting if you want to join without signing in OR
 - Sign in to Zoom then click Join.
3. Enter the meeting ID number and your display name.
 - If you are signed in, change your name to match the name on your registration form.
 - If you are not signed in, enter a display name.
4. Select if you would like to connect audio and/or video and click Join.

To Join by Telephone:

1. On your phone, dial the teleconferencing number provided when you pre-registered.
2. Enter the meeting ID number and password when prompted using your dial pad.
3. Phone controls for participants: The following command can be entered using your phone's dial pad while in a Zoom meeting/webinar:

*6 – Toggle mute/unmute

*9 – Raise hand

How to Watch the Meeting

- Watch live on the City's Youtube channel
<https://www.youtube.com/user/CityofGreenvilleNC>
- Channel 9 on local Suddenlink cable television lineup

Sign-up Form to Participate

https://zoom.us/webinar/register/WN_b-2HPyIcQSSXZan0PkkuUg

Meeting Agenda and Packet

<https://www.greenvillenc.gov/government/city-council/boards-and-commissions/board-of-adjustment/2020-board-of-adjustment-meeting-schedule-and-agendas>

If you have any questions about participating or would like more information about the November 19, 2020 Board of Adjustment Special Meeting, please contact Elizabeth Blount at ebblount@greenvillenc.gov (252) 329-4608 as soon as possible but no later than December 14, 2020.